

## **JOB TITLE: Maintenance Specialist I**

### **ORGANIZATIONAL RELATIONSHIPS:**

**Reports to: Maintenance Supervisor**

### **PRIMARY FUNCTIONS:**

Under the direction of the Maintenance Supervisor, provides necessary services for all Town maintenance and operational jobs and assists in Town construction projects.

### **REQUIRED EDUCATION/KNOWLEDGE:**

Requires a High School Diploma or equivalent. Possesses a background and/or skills in general maintenance procedures and/or experience in light construction, a class B or equivalent CDL driver's license, basic communication, and public relation skills.

Duties may include a variety of tasks involving physical labor. Employee must be aware of his/her personal physical capabilities and limitations including, but not limited to, all-weather outdoor activities, repetitious tasks and lifting of heavy objects. Employees are expected not to exceed their abilities or limitations.

### **DUTIES:**

1. Performs general maintenance work on Town structures such as repair, carpentry, painting, cleaning, etc.
2. Performs general maintenance tasks on Town parks and property including planting, mowing, trimming or related activities as necessary.
3. Helps in maintaining and cleaning the Town's Maintenance Facility.
4. Makes the Supervisor aware of supply needs.
5. Picks up trash or other debris as needed in Town or park areas.
6. Performs tasks in the maintenance of Town roads including patching, sweeping or other necessary repair work.
7. Helps install road signs, paints crosswalks or curbs, flags traffic or other road-related repair tasks.
8. Assists with snow removal, salting streets or other activities during inclement weather.
9. Performs necessary tasks in repairing water and sewer lines.

10. Assists in leaf and brush collection.
11. Cleans drainage ditches and drainage and sewer pipes. Mows and trims Storm Water Management facilities, and Storm Water inlets.
12. Operates Town equipment or tools (as experience and training dictates) including trucks, tractors, mowers, backhoe or other as necessary.
13. Participates in Town construction projects including concrete work and carpentry.
14. Runs necessary errands as directed by Supervisor.
15. Assists with water/wastewater tasks when required; may be called on a 24-hour emergency basis as needed.
16. Reads water meters for quarterly billing periods. Performs all tasks including the operation of Town vehicles in a safe manner and will observe all safety precautions, rules, and regulations. Will attend Town Staff safety trainings.
17. Works a 40-hour work week with normal hours from 7:00a.m. to 3:30p.m. with an assigned 30-minute lunch break.
18. Performs other related duties as assigned by the Maintenance and Parks Supervisor or Public Works Director.
19. Required to perform weekend maintenance on Parks. Compensation time not to exceed four (4) hours.
20. As directed by the Supervisor, assist in the repair, replacement, troubleshoot and set up of water meters.
21. In order to keep the Town of Manchester a safe and healthy community will report any code violation to Town Hall, such as, but not limited to, tall grass, trash and debris, untagged vehicles and nuisances.
22. Will report any suspicious activity on property owned by the Town of Manchester or others to Law Enforcement.
23. Will report any destruction of property of town equipment or facilities to Law Enforcement.